Directions for submitting a

2017-18 CTE Approved Program Application

Contents

Logging On:

Perkins Data Collection System

Welcome to the Perkins Data Collection System Online Training Manual. All the in Collection System is available right here. Just click on a link to the right to go to

⇒ **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.**

Logon Name: [   ]

User Password: [   ]

[Submit]

System is to be used by authorized personnel.
Usage is logged.

LaunchPad Application Menu

Launchpad Applications for State of South Dak

Applications   **Test Internet Applications**
                       DE56PerkinsAccountability

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1. Go to http://doe.sd.gov/octe/data.
2. Click on **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM**. The Perkins Data system currently **only functions in the Internet Explorer** browser. The application will not work in Google Chrome, Mozilla Firefox or Safari.

3. Log in to Perkins Data Collection site using your district's Logon Name and Password. Each district has one logon name/password. Please contact the main Perkins contact in your district for this information. If no one has the logon name/password, contact the Division of Career & Technical Education (DCTE) at 605.773.3423.

4. Select the Perkins Accountability link in the center of the page.

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Submitting a Program Application:

DE56PerkinsAccountability
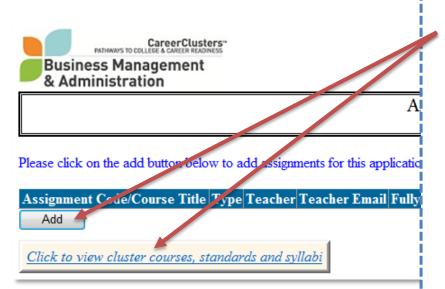
Test

Actions
Reports
About

1. Click on **Actions**.

DE56PerkinsAccountability

Test

Actions
Instructions
Class Assignments
Point of Contact
Teacher Information
Mass Enrollment
Individual Enrollment
Enrollment Upload
Program Application
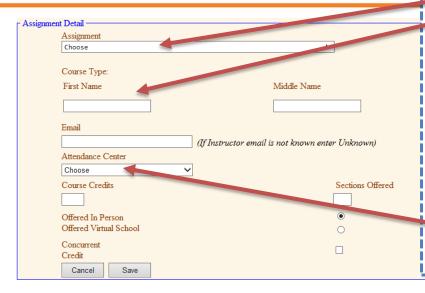
2. Click on **Program Application.**

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Starting a New Application:

1. Click on **Add**.

2. Select the appropriate Career Cluster from the drop down menu.

Please click on the add button below to add assignments for this application

Assignment Code/Course Title	Type	Teacher	Teacher Email	Fully
Add				

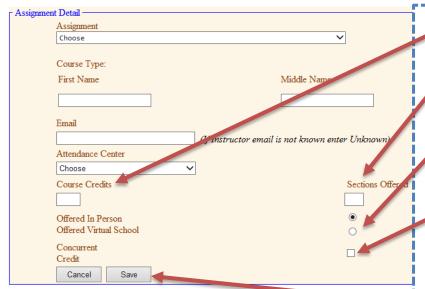Click to view cluster courses, standards and syllabi

3. To add a course, click on **Add**. If you are uncertain of which courses are appropriate for your program, review the approved course options and standards for each Career Cluster by clicking **Click to view cluster courses, standards and syllabi**.

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Assignment Detail

Assignment
[Choose]

Course Type:

First Name   Middle Name
[   ]   [   ]

Email
[   ] *(If Instructor email is not known enter Unknown)*

Attendance Center
[Choose]

Course Credits   Sections Offered
[   ]   [   ]

Offered In Person   ●
Offered Virtual School   ○

Concurrent
Credit   ☐

[Cancel] [Save]

4. Complete the required information for the first course in your CTE program.

4a. Select the course name/number.

4b. Enter the name of the teacher teaching the course in SY17-18. If you don't know who will be teaching the course, put "Unknown" in the last name and email fields (leave the first and middle name fields open). **Ensure the name matches what is in the PRF system and the email address is correct.**

4c. Select the attendance center where the course will be taught.

Assignment Detail

Assignment
[Choose]

Course Type:

First Name   Middle Name
[   ]   [   ]

Email
[   ] *(If Instructor email is not known enter Unknown)*

Attendance Center
[Choose]

Course Credits   Sections Offered
[   ]   [   ]

Offered In Person   ●
Offered Virtual School   ○

Concurrent
Credit   ☐

[Cancel] [Save]

4d. Enter the number of credits students will receive in the **Course Credits** field.

4e. Enter the number of times the course is offered throughout the year under **Sections Offered**.

4f. Select whether the course will be offered in-person or via the SD Virtual School.

4g. If students will receive both transcripted high school credit and postsecondary credit, select **Concurrent Credit**.

4h. If the information entered is correct, select **Save**.

5. To add more courses, repeat steps 3 and 4 in section *Starting a New Application*.

6. After saving a course, if you need to edit it, click on the **paper/checkmark icon** on the right side of the screen. If you need to delete it, click on the trash can.

Attendance Center	Course Credits	Number of Sections	Total Credits		
Vermillion HS - 01	0.50	1	0.50	📝	🗑
Vermillion HS - 01	0.50	2	0.50	📝	🗑
Vermillion HS - 01	1.00	1	1.00	📝	🗑
Vermillion HS - 01	1.00	1	1.00	📝	🗑
			Total: 3.00		

IMPORTANT:

In order to establish an approved CTE program, **at least 2 credits** must be offered. The program should be built in a comprehensive, structured way that:

1. Aligns secondary and postsecondary education
2. Includes academic and CTE content in a coordinated, non-duplicative progression of courses
3. Offer, where appropriate, dual credit
4. Lead to industry-recognized credentials, certificates or degrees

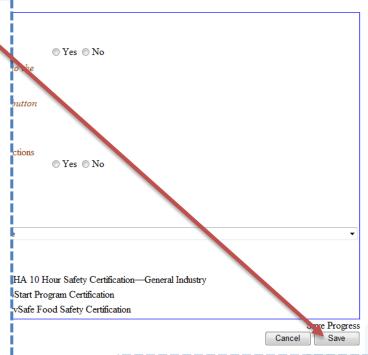To see examples of how the 2-credit minimum can be reached, visit:
http://doe.sd.gov/octe/documents/PERKINS_ApprovedProgramofStudy.pdf.

Additional Information

New Program

Will the program be a new approved CTE program in 2013-2014 ?   ○ Yes ○ No

(New programs must submit course syllabi for each course taught to the Career Cluster Specialist. To see an example syllabi and required components, click on the "Click to view cluster courses, standards and syllabi" button above.)

Advisory Committe

Does the programs's advisory commitee operate with clear, written directions and
meet a minimum of two times per year?   ○ Yes ○ No

(Does not apply to new programs)

Career and Technical Student Organizations

Wich of the following student organizaions, if any, are part of the CTE program?   [Choose]

Industry Certification offered through program

Which of the following industry certifications, if any, do students work to obtain?
☐ OSHA 10 Hour Safety Certification
☐ ProStart Program Certification
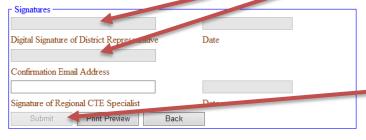☐ ServSafe Food Safety Certification

7. After all courses have been entered, scroll down to the *Additional Information* section.

7a. Indicate if the program will be **new** in 2017-18. If you had an approved CTE program in the career cluster area in SY2016-17, mark no.

7b. Select whether or not the program operates with an effective **advisory committee**. If you select yes, enter the number of times your advisory committee met in the last year (a box will appear).

7c. If your program has a **student organization**, select the correct option. If you are the advisor for more than one Career & Technical Student Organization, select the organization that applies to the career cluster you are currently applying for.

7d. If your students have the option to obtain an **industry certification** through your CTE program, note the appropriate certification. If you offer a certification that is not listed, contact your Regional Career Development Specialist.

7e. After completing all fields in the *Additional Information* section, click **Save**.

8. If at any point in the application process you need to stop and come back to work on the application, you are welcome to do so (as long as you haven't already submitted the application – see step 9). See the section on page 8 titled *Returning to a Previously Started Application* for more information.

○ Yes ○ No

○ Yes ○ No

HA 10 Hour Safety Certification—General Industry
Start Program Certification
vSafe Food Safety Certification

Save Progress
[Cancel] [Save]

By signing this application, the identified CTE program is committing to upholding the intents and purposes of career & technical education, including the requirements of the Perkins grant for 2016-2017 (examples: engage in continuous improvement, submit Perkins accountability data annually)

Signatures

Digital Signature of District Representative   Date

Confirmation Email Address

Signature of Regional CTE Specialist   Date

[Submit] [Print Preview] [Back]

IMPORTANT:

After teachers are determined for those classes you marked teacher "Unknown," work with your Regional Career Development Specialist to add the appropriate information.

If you need to make changes to courses after the application is submitted, work with your Regional Career Development Specialist to edit the application.

9. After entering all of your courses for SY17-18 and completing the *Additional Information* section, type your name into the **Signature of District Representative** field and add your email in the **Confirmation Email Address** field.

10. Next click **Submit** (the date will automatically fill in). The digital signature of the lead teacher/administrator in the CTE program indicates that the district will uphold the requirements of approved CTE programs in SY17-18.

10. After your Regional Career Development Specialist has reviewed your application, you will receive an email with questions or to let you know that your CTE program will be approved for SY17-18.

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Returning to a Previously Started Application:

1. After logging into the Perkins Data System, click on **Actions** and then **Program Application**.

2. From the Cluster drop down menu, select the Career Cluster you would like to go back to work on and then click **Search**.

3. Select **Edit** to change courses, teacher information, course credits, etc.

4. See steps 3 – 7 in the *Starting a New Application* section for more guidance on the information to provide in each field.